

**U.S. Probation & Pretrial Services Office  
Western District of New York  
Position Description**

<b>Job Title/Classification Level</b>	Electronic Monitoring Specialist CL 29
<b>Occupational Group</b>	Professional Line

**Job Summary**

By statute, probation and pretrial services officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders/defendants, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the court. Officers may guide the work of probation/pretrial services officer assistants and other staff. Officer specialists perform duties that involve both general pretrial services or probation cases and specialized types of offenders/defendants. The incumbent will be responsible for the location monitoring program for the district.

**Representative Duties**

- Plans and develops guidelines and procedures to implement the location monitoring program for the district. Serves as the local expert and authority for staff and the court in all facets of the program; recommends guidelines and procedures for program operation. Prepares program procedures in written form to ensure overall understanding and consistency within the district.
- Supervises location monitoring cases and assists supervising probation officers in directing and evaluating the location monitoring work of probation officers to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment.
- Serves as district liaison with the national contractor for location monitoring services as well as vendors for voice verification monitoring.
- Maintains and acquires an inventory of monitoring supplies and equipment.
- Identifies and evaluates the resources needed for location monitoring supervision.
- Works with Data Quality Analyst in billing procedures under the national contract; monitors self-payment billing of offenders.
- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law.
- Track legal developments, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with offenders/defendants. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug use detection tests for offenders/defendants following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Responsible for enforcement of location monitoring conditions ordered by the court.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offenders/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.

- Participation in ongoing training and education opportunities to further develop and/or enhance techniques and skills relating to offenders/defendants investigation and supervision practices.
- Communicate with other organizations and persons (such as the Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offender's/defendant's behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court hearings. Guide the work of staff providing administrative and technical assistance to officers.
- Guide, advise, train and make recommendations to other officers, the court, and other individuals regarding their designated area of speciality. Perform investigative and supervision responsibilities for offenders/defendants with specialized situations or needs.
- May supervise offenders/defendants in witness protection programs.
- Perform administrative duties with regard to the location monitoring program.

## **Factor 1 - Required Competencies (Knowledge, Skills, and Abilities)**

### **Probation, Pretrial Services and Law Enforcement**

- Knowledge of the roles and functions of the federal probation and pretrial services office, including knowledge of the legal requirements, practices and procedures used in probation, parole, and pretrial services. Knowledge of the roles, responsibilities, and relationships among the federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defenders Office, and other organizations.
- Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Knowledge of federal law and the criminal justice system particularly as it relates to federal pretrial services, probation and parole policies and procedures. Knowledge of surrounding community and available community resources.
- Knowledge of automated/internet resources and systems available for conducting background checks, criminal histories, and other similar information (such as the National Crime Information Center).
- Knowledge of investigative techniques and skill in investigating offenders'/defendants' backgrounds, activities, finances and determining legitimacy of their income. Knowledge of the Bail Reform Act. Knowledge of sentencing guidelines, statutes, *Federal Rules of Criminal Procedure* and applicable case law. Knowledge of changes in the law. Knowledge of techniques in supervising offenders/defendants. Skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Knowledge of legal terminology.
- Skill in conducting legal research related to varied complex and difficult legal issues, related to sentencing and supervision. Skill in analyzing and summarizing legal concepts and issues. Skill in legal reasoning and critical thinking. Skill in dealing with violent and/or difficult people. Skill in counseling offenders/defendants to maintain compliance to conditions of their release. Ability to follow safety procedures. Ability to compile and summarize information (such as background checks and criminal histories) within established time-frames. Ability to discern deception and act accordingly.
- Ability to organize, prioritize work schedule, work independently with little or no supervision, and to exercise discretion. Ability to work under pressure of short deadlines.
- Knowledge of location monitoring procedures. Skill in supervising offenders/defendants with specialized needs/situations. Ability to provide guidance to other officers, the court, and other agencies regarding location monitoring program.

### **Judgment and Ethics**

- Knowledge of, and compliance with, the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

### **Written and Oral Communication/Interaction**

- Skill in communicating (orally and in writing) and working with judges, attorneys, other law enforcement agencies, and correctional agencies. Ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds, including law enforcement and collateral agency personnel at different government levels, community service providers, and offenders/defendants. Ability to interview and establish rapport with contacts at collateral agencies, offenders/defendants and their families/support systems, and others for the purpose of supervision and investigation.

### **Information Technology and Automation**

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications, and various other types of software. Ability to utilize computer software and automated systems to perform record checks, record urinalysis results, compile criminal history information, and similar activities. Skill in interpreting and analyzing data from a variety of investigative databases.

### **Factor 2 - Primary Job Focus and Scope**

The primary focus of the job is to fulfill statutory requirements to conduct pretrial Investigations and supervise offenders/defendants, make recommendations to the court, evaluate needs and conditions and maximize compliance for the purpose of ensuring community safety. A proper recommendation to the court maximizes the protection to the public. Society benefits from successful supervision and the use of detention alternatives by saving the costs of incarceration. Often the offender or defendant completes the conditions of supervision and becomes a productive member of the community. The specialized programs developed and managed by the Electronic Monitoring Specialist aids the judicial officers in making decisions concerning the offender's/defendant's specific needs. Successful management of special needs benefits the offender/defendant, family members, employers, and others in the offender's or defendant's community.

### **Factor 3 - Complexity and Decision Making**

The job involves making independent decisions within the context of professional standards, broad policies, and general goals. Probation/pretrial services officers at this level gather and analyze information to determine or recommend the best course of action. Officer Specialists at this level of function differ from officer positions in that their jobs have greater complexity and require more extensive knowledge in an area of specialization.

### **Factor 4A - Interactions with Judiciary Contacts**

The primary judiciary contacts are other probation/pretrial services staff, judicial officers, staff of other court units, the Administrative Office's General Counsel, and the U.S. Sentencing Commission for the purpose of conducting research and investigations and maintaining accurate and up-to-date information in case files.

### **Factor 4B - Interactions with External Contacts**

The primary external contacts are offenders/defendants and their families, other government agencies, U.S. Attorney's Office, U.S. Marshals, Bureau of Prisons, Parole Commission, attorneys, public safety/law enforcement officials, treatment providers, victims, and other members of the community for the purpose of investigating offenders'/defendants' backgrounds, obtaining and verifying arrest information and similar activities. Officers at this level also have contacts with drug and alcohol treatment professionals, mental health professionals, and home confinement equipment vendors for the purpose of providing specialized supervision of offenders/defendants..

### **Factor 5 - Work Environment and Physical Demands**

Work is performed in an office setting and in the community and may be subject to variable hours, including nights and weekends. Work requires regular contact with persons who have violent backgrounds. These contacts may be made in both generally controlled office settings as well as in field situations, such as uncontrolled and unsafe neighborhoods/environments where illegal activities and violence may occur.